

STAFF REPORT: Administration



REPORT TO: Finance and Administration
Committee
MEETING DATE: September 21, 2011
REPORT NO.: CEDC.11.21
SUBJECT: Request for Use of Town Hall Space
PREPARED BY: Lisa Kidd, Communications and
Economic Development Coordinator

A. Recommendation

THAT Council receive Report CEDC.11.21 "Request for Use of Town Hall Space;
and

THAT Council provide direction to Staff with respect to this request.

B. Background

On June 27, 2011 Council adopted an interim guide for public use of Town Hall space.

The interim guide sets out the following framework for use:

- The space is available for use by not-for-profit groups, providing service to the residents and community of The Blue Mountains.
- There will be no fee charged for use of the space.
- Bookings will be accepted subject to availability.
- Town Hall space may be used between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday, with the exception of statutory holidays.
- Town Hall space may also be used after hours and on weekends and statutory holidays when such use is supervised by a Town employee and such use is directly related to services/functions provided as part of the Town's core services.
- Liquor-licensed events or meetings are not permitted at this time.
- All bookings shall be received and administered by the Recreation Department, as they currently administer bookings for all other municipal facilities.

The interim guide is intended to ensure that the Town Hall space is offered to the public as a gathering space, with minimal cost to the municipality.

On September 12, 2011, Staff received a request from “The Chorus”, a 40 member singing group, to use the gallery of Town Hall for a performance on November 27, 2011 or alternatively November 26, 2011.

The event is envisioned as a Christmas prelude, scheduled between the Town’s annual tree lighting and Thornbury’s Olde Fashioned Christmas. The event is a free community event, open to all members of the public.

This request complies with the current interim guide for the following reasons:

- The group is essentially “not-for-profit”.
- The use achieves the vision of Town Hall as a gathering space.

The request does not comply with the current interim guide for the following reasons:

- The date of the event occurs after business hours, in which case, there are no staff on duty to assist with the set-up, site supervision and disassembly of the event.
- Such use is not directly related to services/functions provided as part of the Town’s core services.
- The service provided may directly compete with other public rental venues (e.g. Marsh Street Centre, Beaver Valley Community Centre, The L.E. Shore Memorial Public Library, etc.).

Staff is seeking direction from Council with respect to this request for Town Hall usage.

C. The Blue Mountains’ Strategic Plan

6.6 Implement processes for continuous improvement.

D. Environmental Impacts

None.

E. Financial Impact

The cost to offer this space would have a financial impact of up to \$180.00. The costs are related to staff time for set-up, site supervision and disassembly of the event.

F. Attached

None.

Respectfully submitted,

Lisa Kidd
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